

~~ADMINISTRATIVE-INTERNAL USE ONLY~~REVIEWED: PKE

D/ORD

SPECIAL PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
26 April 1978  
1015 - 1100 hours

Date : 5/18/78

1. There was one addition made to the agenda for 26 April under new business as follows:

## ORD Participation in Project Opportunity

2. ACTION : Approval to Hire -

[REDACTED]  
GS-03 - Clerk Typist  
From Clerical Staffing to PSR/ORD

DECISION : After discussion, the Special Panel requested [REDACTED] to rewrite the paperwork placing [REDACTED] into the [REDACTED] GS-06 slot. This position vacancy has been circulated Agency-wide and ORD received one reply. The applicant was not acceptable. Therefore, [REDACTED] will request D/PERS approval to place a GS-03 into a GS-06 position.

3. ACTION : Promotion Recommendation -

[REDACTED]  
Information Control Clerk/ORD/Registry  
GS-05 to GS-06

MAJORITY : Concurred.

4. [REDACTED] stated that secretarial assignments within the new reorganization would be as follows:

[REDACTED] Advanced Concepts  
[REDACTED] Special Programs  
[REDACTED] PSR  
[REDACTED] PSR  
[REDACTED] PSR  
[REDACTED] PSR until [REDACTED] goes on Maternity Leave. She will then go to [REDACTED] ORD.

5. Secretarial assistance for the ORD/Librarian was left to the decision of the Chief, [REDACTED] ORD upon his return from training.

6. The Special Panel agreed to commit one GS-06 Clerk Stenographer position for the Project Opportunity program pending authorization of a new clerical position. ORD asked for the opportunity to interview each candidate for the position. This assignment will probably take place in mid-September. (See memorandum attached.)

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7. There was no other new business.

3 May 1978  
Date

Executive Secretary, SP/ORD

STAT

APPROVED:

3 May 78  
Date

3 May 78  
Date

3 May 1978  
Date

FOR INFORMATION (In Training)

O/ORD

Date